

2000 COMMAND

2000 COMMAND: TABLE OF CONTENTS:

2000	COMMAND	1
2100	COMMAND STRUCTURE: UNIFIED COMMAND.....	2
2110	COMMAND AND GENERAL STAFF PLANNING CYCLE GUIDE	5
2120	COMMON RESPONSIBILITIES.....	6
2121	<i>Unit Leader Responsibilities</i>	<i>6</i>
2130	ICS LEVELS	6
2131	<i>Section.....</i>	<i>6</i>
2132	<i>Branch.....</i>	<i>6</i>
2133	<i>Division</i>	<i>7</i>
2134	<i>Group</i>	<i>7</i>
2135	<i>Strike Team/Task Force</i>	<i>7</i>
2136	<i>Unit</i>	<i>7</i>
2137	<i>Single Resource</i>	<i>7</i>
2200	COMMAND/STAFF ELEMENTS: ROLES AND RESPONSIBILITIES	7
2210	UNIFIED COMMAND/INCIDENT COMMAND	7
2211	<i>Federal On-Scene Coordinator (FOSC)</i>	<i>7</i>
2212	<i>State Incident Commander (IC).....</i>	<i>8</i>
2213	<i>Representative of Responsible Party (RP)</i>	<i>9</i>
2220	COMMAND STAFF.....	10
2221	<i>Information Officer (IO) (Reference Section 9750 for additional info on Public Affairs)</i>	<i>10</i>
2222	<i>Health & Safety Officer (SA).....</i>	<i>12</i>
2223	<i>Liaison Officer (LO).....</i>	<i>12</i>

2100 COMMAND STRUCTURE: UNIFIED COMMAND

The National Contingency Plan (NCP), 40 CFR 300, requires On-Scene Coordinators (OSCs) to direct response efforts and coordinate all other actions at the scene of a spill or release. The NCP further states that the basic format for the response management system is a structure that brings together federal and state agencies, and the responsible party, to achieve an effective and efficient response. This structure is commonly referred to as the Unified Command (UC). It should be noted that in this structure the OSC retains ultimate authority in a response operation for decisions relating to it. However, the OSC will exert his/her own authority independent of the UC only if other members are not present or are unable to reach consensus within a reasonable time frame.

To standardize response management within the marine safety field, the Coast Guard has adopted the National Interagency Incident Management System (NIIMS) based Incident Command System (ICS). While Vessel Response Plans (VRPs) and Facility Response Plans (FRPs) are required to have a management system compatible with the Area Contingency Plan, there is no requirement for VRPs and FRPs to follow strict ICS.

The ICS organization is built around five major functions that are applied on any incident, large or small. They are Incident Command, Operations, Planning, Logistics and Finance. A major advantage of the ICS organization is the ability to expand and contract organizationally as required by the incident. For some incidents only a few of the organization's functional elements may be required. For larger or more complicated responses, additional positions exist within the ICS framework to meet virtually any need.

Where appropriate, the OSC shall establish a unified command consisting of the OSC, the State Incident Commander, and the Responsible Party Incident Manager. The OSC is responsible for assigning individuals from within the response community (Federal, State, local or private), as necessary, to fill the designated positions in the NRS incident level response organization. It should be noted, however, that one individual may fill several of the designated positions. These assignments will be predicated on the nature of the spill and the need for extensive manning. These positions and their responsibilities are as follows:

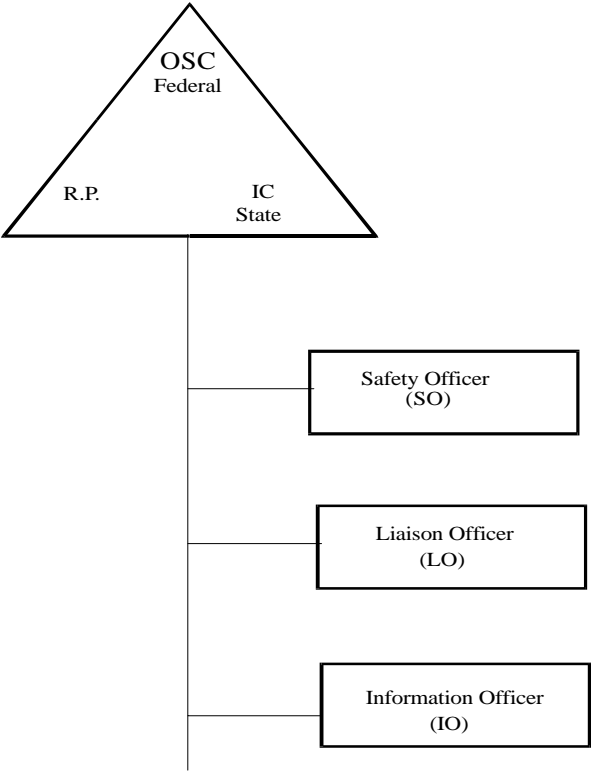
- (1) Public Affairs Officer (PAO) - Responsible for the coordination and release of all media releases and the scheduling of press conferences related to the incident. The PAO may also establish a Joint Information Bureau (JIB) to facilitate the coordinated release of available information.
- (2) Liaison Officer - Responsible for coordinating with outside agencies, individuals, or groups involved in the response.
- (3) Safety Officer - Responsible for the safety of all activities associated with the response and compliance with applicable safety laws and regulations. Also responsible for assessing hazardous and unsafe situations and developing measures for assuring personnel safety.
- (4) Historian - Responsible for recording the chronology of events and documenting all pertinent activity relating to the spill. All pertinent message traffic, correspondence, etc. should be included in this documentation.
- (5) Response Operations Chief - Responsible for management of the tactical response to the discharge, including containment and cleanup efforts.
- (6) Planning Chief - Responsible for the development of strategies for the containment and cleanup of the discharge.

(7) Logistics Chief - Responsible for ensuring that the necessary personnel and equipment are obtained and delivered to conduct response operations.

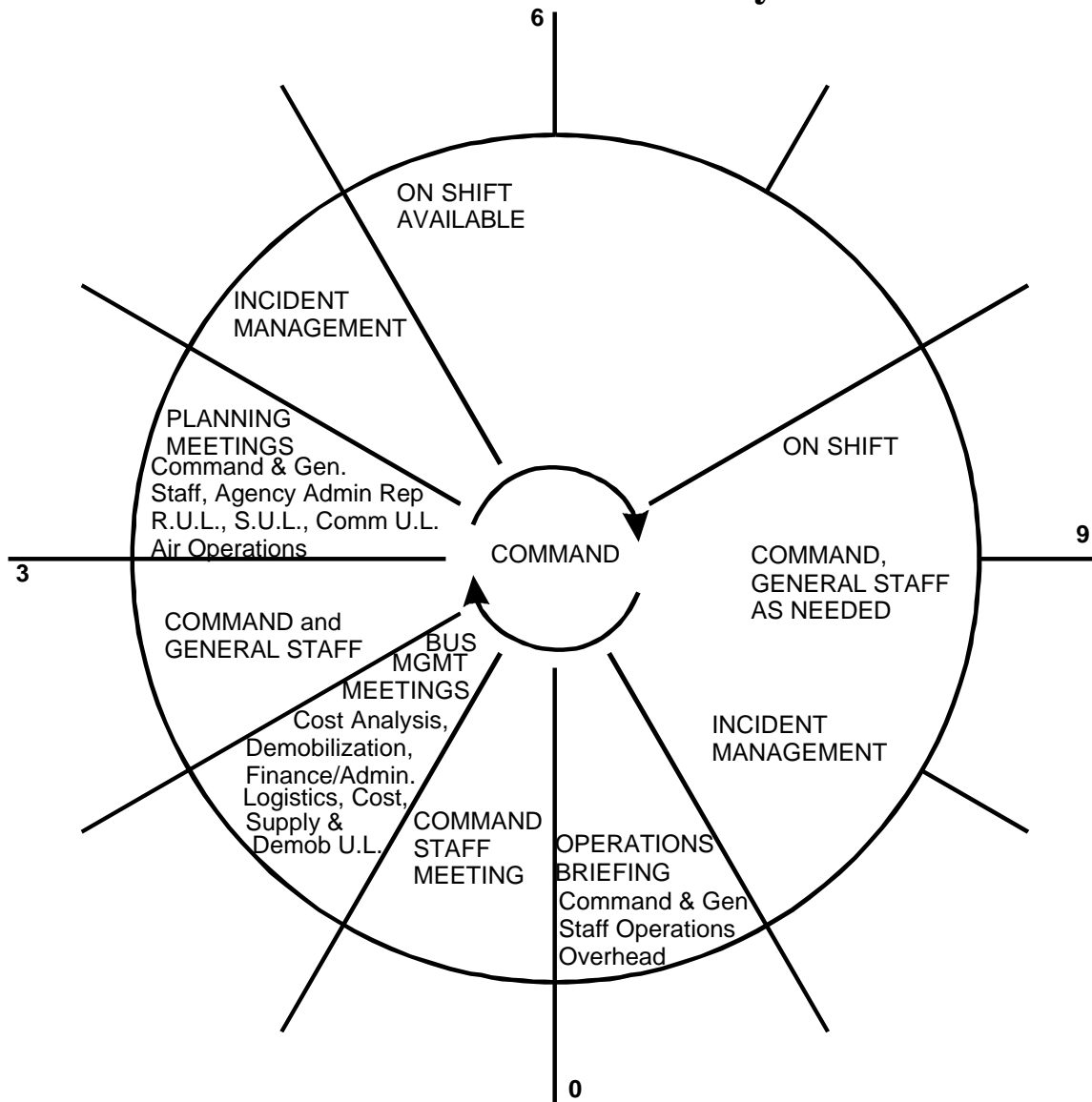
(8) Finance Chief - Responsible for the accounting management of Fund expenditures, including documentation for claims and cost recovery. This position will typically be staffed by a DRAT (see Section 5610.2.2) or NPFC representative.

With this in mind, we will now examine each of the five major functional elements, concentrating on responsibilities and duties. First we will list a planning cycle guide, common responsibilities and then the duties of the Incident Commander and the Command and General Staff.

**COMMAND SECTION
DIAGRAM
FIGURE 2000-A**



Command and General Staff Cycle Guide



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

ABBREVIATIONS & ACRONYMS

Agency Admin Rep:	Agency Administrator Representative
Bus. Mgmt:	Business Management
Comm. U.L.:	Communications Unit Leader
Finance/Admin:	Finance/Administration
Gen.:	General
R.U.L.:	Resources Unit Leader
S.U.L.:	Situation Unit Leader
Supply & Demob. U.L.	Supply & Demobilization Unit Leader

2120 Common Responsibilities

The following are responsibilities applicable to all ICS personnel:

1. Receive assignment, notification, reporting location, reporting time and travel instructions from your home agency.
2. Upon arrival at the incident, check-in at designated check-in locations. Check-in locations may be found at:
 - Incident Command Post
 - Base or Camps, Staging Areas, Helibases
 - Division Supervisors (for direct line assignments).
3. Agency representatives from assisting or cooperating agencies report to Liaison Officer at the Command Post after checking in.
4. All radio communications to Incident Communications Center will be addressed: "(Incident Name) Communications".
5. Use clear text and ICS terminology (no codes) in all radio transmissions.
6. Receive briefing from immediate supervisor.
7. Acquire work materials.
8. Organize, assign and brief subordinates.
9. Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit.
10. Respond to demobilization orders.
11. Brief subordinates regarding demobilization.

2121 Unit Leader Responsibilities

Common responsibilities that must be accomplished by all Unit Leaders include:

- a. Participate in incident planning meetings, as required.
- b. Determine current status of unit activities.
- c. Confirm dispatch and estimated time of arrival of staff and supplies.
- d. Assign specific duties to staff; supervise staff.
- e. Determine resource needs.
- f. Develop and implement accountability, safety and security measures for personnel and resources.
- g. Supervise demobilization of unit, including storage of supplies.
- h. Provide Supply Unit Leader with a list of supplies to be replenished.
- i. Maintain unit records, including Unit/Activity Log (ICS 214).

2130 ICS LEVELS

2131 Section

That organization level having functional responsibility for primary segments of incident operation such as: Operations, Planning, Logistics and Finance. The Section level is organizationally between Branch and Incident Commander. Lead title is Section Chief. Support Position is Deputy.

2132 Branch

That organization level having functional/geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Lead title of the Branch is Branch Director. Support Position is Deputy.

2133 Division

That organization level having responsibility for operation within a defined geographic area or with functional responsibility. The Division/Group level is organizationally between the Task Force/Team and the Branch. (Also see Group.) Lead title of the Division is Division Supervisor.

2134 Group

Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division). Groups are located between Branches (when activated) and Resources in the Operations Section. Lead title of the Group is Group Supervisor.

2135 Strike Team/Task Force

A group of resources with common communications and a leader assembled for a specific mission. Lead title is Task Force Leader.

2136 Unit

That organizational element having functional responsibility for a specific incident planning, logistic, or finance activity. Lead title is Unit Leader. Support position is Manager.

2137 Single Resource

An individual, a piece of equipment and it's personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

2200 COMMAND/STAFF ELEMENTS: ROLES AND RESPONSIBILITIES

2210 Unified Command/Incident Command

In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

2211 Federal On-Scene Coordinator (FOSC)

The On Scene Coordinator (OSC) (often referred to as the Federal On Scene Coordinator (FOSC)) is the pre-designated Federal official responsible for ensuring immediate and effective response to a discharge or threatened discharge of oil or a hazardous substance. The U.S. Coast Guard designates OSCs for the U.S. coastal zones, while the U.S. EPA designates OSCs for the U.S. inland zones.

The first federal official affiliated with an NRT member agency to arrive at the scene of a discharge should coordinate activities under the NCP and is authorized to initiate, in consultation with the OSC, any necessary actions normally carried out by the OSC until the arrival of the pre-designated OSC. This official may initiate federal Fund-financed actions only as authorized by the OSC.

Where appropriate, the OSC shall establish a unified command consisting of the OSC, the State Incident Commander, and the Responsible Party Incident Manager. The OSC is responsible for assigning individuals from within the response community (Federal, State, local or private), as necessary, to fill the designated positions in the NRS incident level response organization. It should be noted, however, that one individual may fill several of the designated positions. These assignments will be predicated on the nature of the spill and the need for extensive manning.

The OSC shall, to the extent practicable, and as soon as possible after the incident occurs, collect pertinent facts about the discharge, such as its source and cause; the identification of responsible parties; the nature, amount, and location of discharged materials; the trajectory of discharged materials; whether the discharge is a worst case discharge; the pathways to human and environmental exposure; the potential impact on human health, welfare, safety and the environment; whether the discharge poses a substantial threat to the public health or welfare; the potential impact on natural resources and property which may be affected; priorities for protecting human health and welfare and the environment; and appropriate resource documentation.

The OSC's efforts shall be coordinated with other appropriate Federal, State, local, and private response agencies. An OSC may designate capable individuals from Federal, State, or local agencies to act as her/his on scene representatives. State and local governments, however, are not authorized to take actions under Subpart D of the NCP that involve expenditures of the Oil Spill Liability Trust Fund unless an appropriate contract or cooperative agreement has been established.

The OSC should consult with the RRT, when necessary, in carrying out the requirements of the NCP and keep the RRT informed of activities under the NCP. The OSC is responsible for addressing worker health and safety concerns at a response scene.

In those instances where a possible public health emergency exists, the OSC should notify the Health and Human Services (HHS) representative to the RRT. Throughout response actions, the OSC may call upon the HHS representative for assistance in determining public health threats and call upon the Occupational Safety and Health Administration (OSHA) and HHS for advice on worker health and safety problems.

The OSC shall ensure that the trustees for natural resources are promptly notified of discharges. The OSC shall coordinate all response activities with the affected natural resource trustees and shall consult with the affected trustees on the appropriate removal action to be taken. Where the OSC becomes aware that a discharge may affect any endangered or threatened species, or their habitat, the OSC shall consult with the appropriate Natural Resource Trustee.

The OSC shall submit pollution reports to the RRT and other appropriate agencies as significant developments occur during response actions, through communications networks or procedures agreed to by the RRT and covered in the RCP.

OSCs should ensure that all appropriate public and private interests are kept informed and that their concerns are considered throughout a response, to the extent practicable.

2212 State Incident Commander (IC)

The State Incident Commander (State IC) is pre-designated in the State of California "Marine Oil Spill Contingency Plan" as the Office of Spill Prevention and Response (OSPR) Administrator or his/her designee.

The State IC at a marine oil spill either takes charge of the response incident command (if there is no federal involvement) or fulfills the position of State IC in the Unified Command.

The State IC administers the State oil spill response fund which provides funds to promptly cover the costs of response containment and cleanup of oil spills into marine waters, including damage assessment costs, and wildlife rehabilitation. The Fund provides emergency loans and covers costs and damages suffered by the State or other persons or entities from oil spills into marine waters which cannot otherwise be compensated by responsible parties or the federal government.

The State IC assures that all State and local response resources and efforts are properly assigned and coordinated through the Incident Command System.

Capabilities during a spill or release to the marine environment:

- Fills positions throughout the Unified Command with appropriately trained spill response team members.
- Coordinate incident investigation responsibilities
- Procures and maintains evidence.
- Establishes biological losses.
- Provides technical advice on cleanup methods to minimize damage to living resources.
- Determines when to terminate a cleanup where natural resources are threatened or affected.
- Approves use of oil spill cleanup agents.
- Coordinates the NRDA process with the ICS
- Establishes a MAC if appropriate

2213 Representative of Responsible Party (RP)

Under OPA 90, the responsible party has primary responsibility for cleanup of a discharge. The response shall be conducted in accordance with their applicable response plan. Section 4201(a) of OPA 90 states that an owner or operator of a tank vessel or facility participating in removal efforts shall act in accordance with the National Contingency Plan and the applicable response plan required. Section 4202 of OPA 90 states that these response plans shall:

- "(i) be consistent with the requirements of the National Contingency Plan and Area Contingency Plans;
- (ii) identify the qualified individual having full authority to implement removal actions, and require immediate communications between that individual and the appropriate Federal official and the persons providing personnel and equipment pursuant to clause (iii);
- (iii) identify, and ensure by contract or other means approved by the President, the availability of private personnel and equipment necessary to remove to the maximum extent practicable a worst case discharge (including a discharge resulting from fire or explosion), and to mitigate or prevent a substantial threat of such a discharge;
- (iv) describe the training, equipment testing, periodic unannounced drills, and response actions of persons on the vessel or at the facility, to be carried out under the plan to ensure the safety of the vessel or facility and to mitigate or prevent the discharge, or the

substantial threat of a discharge;

(v) be updated periodically; and

(vi) be resubmitted for approval of each significant change."

Each owner or operator of a tank vessel or facility required by OPA 90 to submit a response plan shall do so in accordance with applicable regulations. Facility and tank vessel response plan regulations, including plan requirements, are located in 33 CFR Parts 154 and 155, respectively.

As defined in OPA 90, each responsible party for a vessel or a facility from which oil is discharged, or which poses a substantial threat of a discharge, into or upon the navigable waters or adjoining shorelines or the Exclusive Economic Zone is liable for the removal costs and damages specified in Subsection (b) of Section 1002 of OPA 90. Any removal activity undertaken by a responsible party must be consistent with the provisions of the NCP, the Regional Contingency Plan (RCP), the Area Contingency Plan, and the applicable response plan required by OPA 90. If directed by the OSC at any time during removal activities, the responsible party must act accordingly.

Each responsible party for a vessel or facility from which a hazardous substance is released, or which poses a substantial threat of a discharge, is liable for removal costs as specified in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) (42 U.S.C. 9601 et seq.).

Spills Involving Multiple Parties

Under the OPA 90 an incident involving two or more responsible parties, each responsible party for a vessel or facility from which oil is discharged is liable for the removal costs and damages. Each responsible party's liability extends to the entire incident not just its own oil. In such a multiple party incident, the FOSC shall issue administrative orders to each responsible party.

2220 Command Staff

2221 Information Officer (IO) (Reference Section 9750 for additional info on Public Affairs)

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other agencies and organizations as appropriate. Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

- a. Establish a single information center. (This may be called the Joint Information Center (JIC)).
- b. Contact the jurisdictional agencies to coordinate public information activities.
- c. Establish information collection requirements.
- d. Prepare initial information summary as soon as possible after arrival.
- e. Observe constraints on the release of information imposed by Incident Command.
- f. Obtain approval for release of information from Incident Command.
- g. Prepare and disseminate news releases.
- i. Attend meetings to update information releases.
- j. Arrange for meetings between media and incident personnel.
- k. Provide escort service and protective clothing to media personnel/VIPs.
- l. Respond to special requests for information.

- m. Obtain media information that may be useful to incident planning.
- n. Maintain current information summaries and/or displays of the incident and provide information on the status of the incident to incident personnel.
- o. Resolve conflicting information and bring media concerns to the Unified Command.

2221.1 Joint Information Center (JIC)

During a major oil spill where media activity is expected to last several days, the lead Information Officer (IO) should establish a Joint Information Center (JIC) to coordinate the Public Affairs activities of participating agencies and parties. The role of the JIC is to:

- a. Provide multiple phone lines for incoming calls, staffed by knowledgeable individuals;
- b. Ensure State and Federal government Public Affairs Officers (PAOs) are available to the media;
- c. Develop and produce joint news releases under the Unified Command, which must be approved by the State, Federal, and RP's Incident Commanders, and provide copies to the Unified Command and each Section of the ICS;
- d. Schedule, organize, and facilitate news conferences;

It is recommended that the JIC be in the same building as the Command Center, but in a room separate from other sections. PAOs need to be close to the UC and other sections for effective communication flow, but not so close as to disturb response operations.

Equipment needs for the JIC vary, dependent on the size and impact of the incident, and media and public interest levels.

If possible, a separate "Press Room" should be established for reporters' use, at spills that attract a great deal of media interest. This room may be used by reporters covering the story, and would ideally be equipped with several phone lines and electrical outlets, and a couple of desks or tables and chairs. There should be a way to display maps, status boards, and other visual aids that could be used on-camera, and a table near the door for the latest news releases, fact sheets, and advisories. If there is room for seating and a podium with PA system, the pressroom is a good site for all formal news conferences. This allows TV news crews to set-up cameras in advance, and reporters to do stand-ups and call-ins from an easy, central location. See Section 9750, Public Affairs Procedures, for suggested equipment needs.

2221.2 Media Contacts (also refer to section 5640.2)

For local media contacts, contact CG PACAREA (Pcp) at **510-437-3319/3325** or the PACAREA (Pcp) detachment in Los Angeles at **310-732-7351**.

Office of Oil Spill Prevention and Response, Public Affairs

Office: 916-327-9516

Pager: 916-326-0261

Office of Emergency Services

1-800-852-7550

Wire Service

San Francisco:

Bay City News: 415-552-8900
415-552-8912 fax
Associated Press: 415-621-7432

United Press Int'l: 415-552-9430 fax
415-777-8200
415-552-8232 fax

Los Angeles:

Associated Press: 213-626-1200
213-346-0200 fax
United Press Int'l: 213-580-9898
213-580-9880

2222 Health & Safety Officer (SA)

The Health & Safety Officer is responsible for identifying and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Health & Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Health & Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan, and includes safety messages in each Incident Action Plan. The Health & Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

- a. Identify hazardous or unsafe situations associated with the incident.
- b. Ensure the preparation and implementation of the Site Safety Plan.
- c. Review the IAP for safety implications.
- d. Exercise emergency authority to stop and prevent unsafe acts.
- e. Review and approve the Medical Plan.

2223 Liaison Officer (LO)

For incidents that are multi-jurisdiction, or have several agencies involved, a Liaison Officer position may be established on the Command Staff. The Liaison Officer responsibilities include:

- a. Review Common Responsibilities (2110)
- b. Provide a point of contact for assisting and cooperating Agency Representatives.
- c. Identify Agency Representatives from each agency including communications link and location.
- d. Maintain a list of assisting and coordinating interagency contacts.
- e. Assist in establishing and coordinating inter-agency contacts.
- f. Keep agencies supporting incident aware of incident status.
- g. Monitor incident operations to identify current or potential inter-organizational issues and advise Incident Command as appropriate.
- h. Participate in planning meetings, provide current resource status information, including limitations and capabilities of assisting agency resources.
- i. Maintain unit/Activity Log (ICS 214).

2223.1 MAC Group

A Multi-Agency Coordination System (MACS) is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordination of assisting agency resources and support to agency emergency operations. Each MAC Group will be facilitated by a MAC Group Coordinator and include MAC Group Agency Representatives. The MACS will:

- a. Evaluate new incidents.
- b. Prioritize incidents
 - Health and Human Safety
 - Environmental Areas Threatened
 - Real Property threatened
 - High damage potential
 - Incident complexity
- c. Ensure agency resource situation is current.
- d. Determine specific agency resource requirements.
- e. Determine agency resources availability (available for out-of-jurisdiction assignment at this time).
- f. Determine need and designate regional mobilization.
- g. Allocate resources to incidents based on priorities.
- h. Anticipate future agency/regional resource needs.
- i. Communicate MACS "decisions" back to agencies/incidents.
- j. Review policies/agreements for regional resource allocations.
- k. Review need for other agencies involvement in MACS.
- l. Provide necessary liaison with out-of-region facilities and agencies as appropriate.

2223.1.1 MAC Group Coordinator

The MAC Group Coordinator serves as a facilitator in organizing and accomplishing the mission, goals and direction of the MAC Group. The Coordinator will:

- a. Facilitate the MAC Group decision process by obtaining, developing and displaying situation information.
- b. Fill and supervise necessary unit support positions within the MAC Group.
- c. Acquire and manage facilities and equipment necessary to carry out the MAC Group functions.
- d. Implement the decisions made by the MAC Group.

2223.1.2 MAC Group Agency Representative

The MAC Agency Representative would be an individual assigned to represent their agency on a MAC Group and would act with full authority on behalf of the agency which the individual represents with duties including but not limited to:

- a. Ensure that current situation and resource status is provided by their agency.
- b. Prioritize incidents by an agreed upon set of criteria.
- c. Determine specific resource requirements by the agency.
- d. Determine resource availability for out-of jurisdiction assignments and the need to provide resources in Mobilization Centers.
- e. As needed, designate area or regional mobilization and demobilization centers within their jurisdiction.
- f. Collectively allocate scarce, limited resources to incidents based on priorities.
- g. Anticipate and identify future resource needs.
- h. Review and coordinate policies, procedures and agreements as necessary.
- i. Consider legal/fiscal implications.
- j. Review need for participation by other agencies.
- k. Provide liaison with out-of-the-area facilities and agencies as appropriate.
- l. Critique and recommend improvements to MACS and MAC Group Operations.
- m. Provide personnel cadre and transition to emergency or disaster recovery as necessary.

2223.1.3 MAC Situation Assessment Unit

The MAC Situation Assessment Unit (This is also referred to in some agencies and EOC's as the Intelligence Unit) in the MACS is responsible for the collection and organization of incident status and situation information. They evaluate, analyze and display information for use by the MAC Group. Functions include the following:

- a. Maintain incident situation including location, type, size, potential for damage, control problems and any other significant information.
- b. Maintain information on environmental issues, cultural and historic resources or sensitive populations and areas.
- c. Maintain information on meteorological conditions and forecast conditions that may have an effect on incident operations.
- d. Request/obtain resource status information from the Resource Unit or agency dispatch sources.
- e. Combine, summarize and display data for all appropriate incidents according to established criteria.
- f. Collect information on accidents, injuries, deaths and any other significant occurrences.
- g. Develop projections of future incident activity.

2223.1.4 MAC Resources Unit

The MAC Resources Unit, if activated in a MACS, maintains summary information by agency on critical equipment and personnel committed and available within the MACS area of responsibility. Status is kept on the overall numbers of critical resources rather than on individual units. Functions can include the following:

- a. Maintain current information on the numbers of personnel and major items of equipment committed and/or available for assignment.
- b. Identify both essential and excess resources.
- c. Provide resource summary information to the Situation Assessment Unit as requested.

2223.1.5 MAC Information Unit

The MAC Information Unit is designed to satisfy the need for regional information gathering. The unit will operate an information center to serve the print and broadcast media and other governmental agencies. I will provide summary information from agency/incident information officers and identify local agency sources for additional information to the media and other government agencies. Functions are to:

- a. Prepare and release summary information to the news media and participating agencies.
- b. Assist news media visiting the MACS facility and provide information on its function. Stress joint agency involvement.
- c. Assist in scheduling media conferences and briefings. Assist in preparing information materials, etc., when requested by the MAC Group coordinator.
- d. Coordinate all matters related to public affairs (VIP tours, etc.).
- e. Act as escort for facilitate agency tours of incident areas, as appropriate.

2223.1.6 Local Government Representative (LGR)

Local Government Representative (LGR) is also called Agency Representative. One Agency Representative is designated to be the LGR and will advise the State IC in the UC. LGR is also called the Local Response Coordinator (LRC) in the Local Plans and Regulations. The initial responding LGR could be replaced with another Agency Representative by the local MAC group after the MAC group is established and receives their first briefing. The LGR should be familiar with the local and area plans and be capable of committing appropriate resources or be capable of obtaining commitments of resources from

jurisdictions involved, and will be capable of obtaining or brokering permits for the operational area.

Major Responsibilities of the LGR:

- a. Represents the local government as set forth in the Memorandum of Understanding for the local plan.
- b. Meets the definition of an Agency Representative.
- c. Obtains briefing from the LO or State IC.
- d. Assists the LO with notification to other Agency Representative(s) and key local personnel.
- e. Provides the LO with pertinent information on the availability of local resources.
- f. Upon initial response, works with the LO to establish the local MAC group.
- g. Works closely with the State IC in an advisory role while attending meetings.
- h. Assists the State IC or Deputy Incident Commander (Deputy IC), in providing the first local MAC group briefing after the MAC group has been established.
- i. Provides the MAC's concerns and viewpoints with the State IC to the UC and assists in maintaining information flow between the State IC and MAC Group.

2223.2 NRDA (Also Reference Section 9740 for NRDA Procedures)

Natural Resource Damage Assessment (NRDA) is the process of identifying and quantifying the resource impacts and evaluating the value of impacted resources for the purpose of restoration. Successful pursuit of NRDA actions, either by the trustees alone or in cooperation with the RP(s), is a complex process comprising numerous tasks involving the interaction of scientists, economists, lawyers, and administrators. The DOI Rules and NOAA rules reduce some of the complexity by establishing an assessment process and providing a mechanism for determining the merits of going forth with the assessment and claim. The process provides a record of the trustee's decisions.

2223.2.1 NRDA Representative

The NRDA Representative is responsible for coordinating NRDA needs and activities of the trustee NRDA Teams with the ICS spill response operations. This includes close coordination with the Planning Section for obtaining timely information on the spill and injuries to natural resources. The NRDA Representative will coordinate with the Scientific Support Coordinator, the RP and Legal specialists for possible coordination of NRDA or injury determination activities.

- a. Attend appropriate planning meetings to facilitate communication between NRDA Team and ICS elements.
- b. Identify site access, transportation support, logistics requirements and staffing needs to the proper ICS elements.
- c. Interact with ICS elements to collect information essential to NRDA.
- d. Coordinate sampling requirements with Sampling Specialists and the Situation Unit.
- e. Coordinate with the Liaison Officer and the SSC to identify other organizations available to support NRDA activities.
- f. Ensure that NRDA activities do not interfere or conflict with response objectives.

2223.2.2 Notification Procedure for Initiating NRDA Actions

In the event of a spill, each agency is responsible for notifying its own members of the NRDA Team. Individual federal, state, and local agencies may be notified through various channels depending on the size and location of the spill. In all incidents that might require NRDA action, the Office of Oil Spill Prevention and Response (OSPR) of the California Department of Fish and Game (CDFG) will attempt to notify representatives from each of the trustee agencies expected to participate in the NRDA process.

2223.3 Investigation Representative

The Investigation Representatives report directly to their respective Incident Commanders. Both Federal and State investigative teams will coordinate their investigations within legal discovery guidelines. The Investigative Specialists operate as separate entities during the incident and are not normally part of the ICS. Investigation information may be provided to support the ICS, within legal guidelines.

- a. Coordinate investigative activities with Legal Specialists, NRDA Representative, and Sampling Specialists.
- b. Contact and coordinate with other response agencies already on scene (USCG, OSPR, State Lands, Harbor Patrol, Police, Lifeguards).
- c. Provide response essential information (amount of product discharged, location and nature of the source, health and safety hazards identified) developed as part of the investigation in support the Unified Command.
- d. Complete investigation report and file with the appropriate jurisdiction.